

**Policy**

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PERSONAL GOALS AND OBJECTIVES FOR STUDENTS

The Township of Union Board of Education believes the district's educational program can be most profitably experienced by healthy, self-disciplined students attending school regularly.

The Superintendent will:

- A. Develop fair and constructive procedures for encouraging mature patterns of conduct;
- B. Institute adequate and meaningful procedures to ensure regular student attendance;
- C. Provide health and guidance services when the judgment of the professional staff believes such services are proper; and
- D. Encourage student participation in district decision making.

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted: December 2013

Key Words

Concepts, Roles, Goals, Objectives

**Possible**

<b><u>Cross References:</u></b>	*1220	<u>Ad hoc</u> advisory committees
	*5113	Absences and excuses
	*5114	Suspension and expulsion
	*5120	Assessment of individual needs
	*5124	Reporting to parents/guardians
	*5125	Student records
	*5131.5	Vandalism/violence
	*5131.6	Drugs, alcohol, tobacco (substance abuse)
	*6142.2	English as a second language; bilingual/bicultural
	*6146	Graduation requirements
	*6146.2	Promotion/retention
	*6147.1	Evaluation of individual student performance
	*6162.4	Community resources
	*6171.1	Remedial instruction
	*6171.3	At-risk and Title 1
	*6171.4	Special education

\*Indicates policy is included in the Critical Policy Reference Manual.

Policy

ROLE OF PARENTS/GUARDIANS

The Township of Union Board of Education believes that the education of children is a joint responsibility, one it shares with the parents/ guardians and the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained and parental involvement in district concerns encouraged.

The board recognizes the vital role of parents/guardians in the welfare and education of their children and the pivotal part they play in shaping character and values. Because parents/guardians are familiar with the needs, problems, gifts and abilities of their children, staff should seek to involve parents/guardians as much as possible in the planning of the individual program. Parents/guardians must, by law, be included in the development of certain educational programs for their children.

Parents/guardians are requested to keep the school apprised of changes in factors in the home situation which may affect student conduct or performance. Parents/guardians are specifically requested to inform the school of any changes in legal custody of the child.

Parents/guardians are responsible for their child's punctuality, attendance, cleanliness and propriety of dress.

The superintendent shall develop procedures and regulations to implement this policy. ~~These regulations shall include use of the parent/guardian's native language when necessary.~~

Adopted: June 1999  
NJSBA Review/Update: April 2012  
Readopted: December 2013

Key Words

Role of Parents/Guardians, Parents/Guardians

**Legal References:** N.J.S.A. 18A:35-4.9 Student promotion and remediation; policies and procedures  
N.J.S.A. 18A:35-22 Notice to parents that child identified as eligible for enrollment; option of declining enrollment; involvement of parents in program  
N.J.A.C. 6A:8-4.3 Accountability  
N.J.A.C. 6A:14-1.1 et seq. Special Education  
N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts  
N.J.A.C. 6A:32-12.1 Reporting requirements  
N.J.A.C. 6A:32-12.2 School-level planning

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

**Possible**

**Cross References:** \*1220 Ad hoc advisory committees  
\*1230 School-connected organizations  
\*1250 Visitors  
\*5113 Absences and excuses

ROLE OF PARENTS/GUARDIANS (continued)

*5114	Suspension and expulsion
*5120	Assessment of individual needs
*5124	Reporting to parents/guardians
*5125	Student records
*5131.5	Vandalism/violence
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*6162.4	Community resources
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*6171.4	Special education

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Policy

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ADMISSION

Eligibility

The board of education shall admit to its schools free of charge the following persons over five and under 20 years of age:

- A. Any student domiciled within the district;
- B. Any student kept in the home of a person other than the student's parent/guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his/her own child;
- C. Any student kept in the home of a person domiciled in the district, other than the parent/guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency;
- D. Any student whose parent/guardian temporarily resides within the district, notwithstanding the existence of a domicile elsewhere;
- E. Any student whose parent/guardian moves to another district as the result of being homeless, subject to the provisions of administrative code;
- F. Any student placed in the home of a district resident by court order pursuant to statute;
- G. Any student previously residing in the district if the parent/guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to statute; and
- H. Any student residing on federal property within the state pursuant to statute.

Proof of Eligibility

The board shall accept any of the forms of documentation that are listed in the administrative code when they are presented by persons attempting to demonstrate a student's eligibility for enrollment in the district. The board shall consider the totality of information and documentation offered by an applicant and may accept other forms of documentation or information presented by a person seeking to enroll a student.

The board shall not require or request any information or document protected from disclosure by law or pertaining to criteria that are not legitimate bases for determining eligibility to attend school.

Pre-kindergarten Eligibility

Children must be four years of age by ~~December 31~~ **on or before September 30** of the current school year to be accepted in the pre-Kindergarten program. Requirements for physical examination and immunization shall be the same as for Kindergarten. Proof of residence and date of birth is required upon registration. Disabled children are eligible if they are three years old and Headstart children if they are three and one-half years old.

ADMISSION (continued)

Kindergarten Eligibility

Children must be five years of age ~~by December 31~~ **on or before September 30** of the current year before they are accepted during any period of registration. This applies to children whose transfer is sought from other public or private schools at any time during the school year. Parents/guardians shall furnish proof of residence, evidence of date of birth, and vaccination against polio, diphtheria, measles, rubella, mumps and others, as required by either law or administrative code. Exceptions to immunization requirements may be made if religious reasons are submitted and/or if the parents/guardians present medical testimony that the child has not received these preventatives for reasons of health.

First Grade

To be eligible for admission to first grade, students must be six years of age ~~by December 31~~ **on or before September 30** of the current year. Immunization requirements and residence requirements are the same as for Kindergarten. This applies to children whose transfer is sought from other public or private schools at any time during the school year.

Grades Two through 12

- A. Grades two, three, four and five; by successful completion of grades one, two, three and four, in the Union public schools, or by transfer from grades two, three, four and five from another school;
- B. To the middle schools (grades six, seven and eight), by successful completion of grade five in Central-Five/Jefferson School, or by transfer from grades six, seven and eight from another school;
- C. To the high school (grades nine, 10, 11 and 12), by eight to nine promotion from Kawameeh Middle or Burnet Middle School, or by transfer from grades 9, 10, 11 and 12 from another school. The high school office is open during the summer for registration of transferees.

Transfers

Students who enter from other schools must present an official "transfer slip." This should be accompanied and/or followed by the academic and health records.

Grade placement in the Union public schools of students who transfer from other schools may generally be expected to be at the same grade level as stated on the transfer record. However, this initial placement may be changed by recommendation of the teacher and principal if and when it is deemed that such action is for the student's best educational interest.

Newly enrolled students shall be screened to determine whether or not they should be enrolled in preventive or remedial programs. The screening shall include diagnostic measures designed to predict each student's learning difficulties and needs.

The superintendent shall develop detailed regulations to implement this policy.

It is the policy of the board to cause rigorous enforcement of the residence laws and to challenge the right of any person not resident in Union Township to attend the schools of the district. Guardian and parental affidavits relative to affidavit children shall be filed each year before September 30. The superintendent is authorized to retain consultants to determine legal residence of students. The superintendent shall prepare administrative guidelines by which the consultants shall be bound, and the board shall determine the fee to be paid to such consultants.

ADMISSION (continued)Joint Custody

When divorced parents/guardians have joint custody of (a) minor child(ren), admission shall be based on the present address of the parent/guardian with whom the child(ren) resided as of the date required by administrative code.

Affidavit Students

When there is any doubt as to whether a child is entitled to free public education in the school district, all procedures of law and code shall be followed.

Nonresidents

The district is obliged to educate children of appropriate age residing in the district. The mere owning of any property whatsoever, does not qualify a parent/guardian to send children to school in this school district. See policy 5118 Nonresidents.

Students Returning from County Detention

The district shall accept all days of attendance and courses studied by a student at a county juvenile detention center and apply them toward district requirements for elementary, middle or high school graduation.

Homeless Students

The district will determine the educational placement of homeless students in each child's best interest and respond to appeals concerning them made by parents/guardians or other parties in accordance with New Jersey statutes and administrative code, as well as, pertinent federal law.

The board shall make this policy available to parents and the public.

Adopted: June 1999  
 NJSBA Review/Update: April 2012  
 Readopted: December 2013

Key Words

Admission, Resident, Student Records, Affidavit Student, Homeless Student

<b><u>Legal References:</u></b>	<u>N.J.S.A.</u> 18A:7B-12	District of residence; determination
	<u>N.J.S.A.</u> 18A:7B-12.1	Homeless child; responsibility for education; determination of placement; payment of costs
	<u>N.J.S.A.</u> 18A:7C	High School Graduation Standards
	<u>N.J.S.A.</u> 18A:7C-12	Juvenile detention centers, transfer of credit
	<u>N.J.S.A.</u> 18A:36-19a	Newly enrolled students; records and identification
	<u>N.J.S.A.</u> 18A:36-25.1	Proof of child's identity required for enrollment; transfer of record between districts
	<u>N.J.S.A.</u> 18A:38-1	Attendance at school free of charge
	<u>N.J.S.A.</u> 18A:38-2	Free attendance at school by nonresidents placed in district under court order
	<u>N.J.S.A.</u> 18A:38-3	Attendance at school by nonresidents
	<u>N.J.S.A.</u> 18A:38-4	Free attendance to persons over age
	<u>N.J.S.A.</u> 18A:38-5	Admission of students under age

ADMISSION (continued)

<u>N.J.S.A.</u> 18A:38-5.1	No child to be excluded from school because of race, etc.
<u>N.J.S.A.</u> 18A:38-6	Time of admission of students; first school year
<u>N.J.S.A.</u> 18A:38-7.7	Legislative findings and declarations
<u>N.J.S.A.</u> 18A:38-8	Duty to receive students from other districts
<u>N.J.S.A.</u> 18A:38-25	Attendance required of children between six and 16; exceptions
<u>N.J.S.A.</u> 18A:40-20	Immunization at public expense
<u>N.J.S.A.</u> 18A:44-1	Establishment of nursery schools or departments; eligibility for admission
<u>N.J.S.A.</u> 18A:44-2	Establishment of kindergarten; eligibility for admission
<u>N.J.S.A.</u> 26:1A-9.1	Exemption of students from mandatory immunization
<u>N.J.S.A.</u> 26:4-6	Prohibiting attendance of teachers or students
<u>N.J.A.C.</u> 6A:12-3.1	Choice district application procedures
<u>N.J.A.C.</u> 6A:14-1.1 <u>et seq.</u>	Special Education
<u>N.J.A.C.</u> 6A:16-2.2	Required health services
<u>N.J.A.C.</u> 6A:16-2.4	Required student health records
<u>N.J.A.C.</u> 6A:17-1.1 <u>et seq.</u>	Students at Risk of Not Receiving a Public Education
<u>N.J.A.C.</u> 6A:22-1.1 <u>et seq.</u>	Entitlement to Attend School Based on Domicile or Student Residency
<u>See particularly:</u>	
<u>N.J.A.C.</u> 6A:22-3.1, 3.2, 3.3, 3.4	
<u>N.J.A.C.</u> 6A:23A-19.2, -19.3	Method of determining the district of residence
<u>N.J.A.C.</u> 6A:32-8.2	School enrollment
<u>N.J.A.C.</u> 8:57	Communicable diseases
<u>See particularly:</u>	
<u>N.J.A.C.</u> 8:57-2	
<u>N.J.A.C.</u> 8:61-1.1	Attendance at school by students or adults infected by Human Immuno-Deficiency Virus (HIV)

Tepper v. Board of Education of the Township Hackensack, Bergen County, 1971 S.L.D. 549

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Plyler v. Doe, 457 U.S. 202 (1982)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

J.A. v. Board of Education of South Orange/Maplewood, 318 N.J. Super. 512 (App.Div.1999)

**Possible**

<b><u>Cross References:</u></b>	*5118	Nonresidents
	*5120	Assessment of individual needs
	*5141	Health
	*5141.2	Illness
	*5141.3	Health examinations and immunizations
	*6164.4	Child study team
	*6171.4	Special education
	6174	Summer school
	6178	Early childhood education/preschool

\*Indicates policy is included in the Critical Policy Reference Manual.

**Policy**

ATTENDANCE, ABSENCES, AND EXCUSES

The Township of Union Board of Education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the Core Curriculum Content Standards. The superintendent shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

- A. Encourage good attendance;
- B. Discourage unexcused absences;
- C. Identify patterns of absence, tardiness and early departures from school; and
- D. Intervene to prevent and correct problems with attendance.

Definitions

- A. "Attendance" is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities. A school day shall consist of not less than four hours of actual instruction. An approved kindergarten school day shall consist of one continuous session of 2 1/2 hours may be considered as a full day.

The mere presence of a student at roll call shall not be regarded as sufficient to be considered in attendance for a school day. A student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

- B. "Excused absence" is a student's absence from school for a full day or a portion of a day for one or more of the following reasons:
  - 1. The student's illness;
  - 2. Requirements of a student's individual health care plan;
  - 3. A death or critical illness in the student's immediate family, or others with permission of principal;
  - 4. Quarantine;
  - 5. Observance of the student's religion on a day approved for that purpose by the State Board of Education;
  - 6. Religious holiday;
  - 7. The student's suspension from school;
  - 8. Requirements of the student's Individualized Education Program (IEP);
  - 9. Alternate short or long term accommodations for students with disabilities;



ATTENDANCE, ABSENCES AND EXCUSES (continued)

10. The student's required attendance in court;
  11. Interviews with an admissions officer of an educational institution;
  12. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
  13. Such good cause as may be acceptable to the principal.
- C. "Unexcused absence" is a student's absence for all or part of a school day for any reason other than those listed in paragraph "Excused Absences" above. Absence is expressly not excused for any of the following purposes (this list is intended to be illustrative and is not inclusive):
1. Family travel;
  2. Performance of household or babysitting duties; and
  3. Other daytime activities unrelated to the school program.

Attendance need not always be within the school facilities. A student will be considered to be in attendance if he/she is present at any place where school is in session by authority of the board. The board shall consider each student assigned to a program of independent study, with parent/guardian permission, to be in regular attendance for that program, provided that he/she is under the guidance of a staff member so assigned, reports daily or weekly, as prescribed, to such staff member the place in which he/she is conducting his/her study, and regularly demonstrates progress toward the objectives of his/her course of study.

Tardiness

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Students are expected to arrive to school and class on time. A student who is tardy to any class will be subject to disciplinary action as outlined in board policy 5131 Conduct and Discipline and the student code of conduct. Consequences for accumulated occurrences of tardiness may include detention, loss of credit and an unexcused school day absence.

Attendance

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The following rules shall apply for student absences:

- A. A student shall be considered absent from class for tardiness in excess of one half of the total class period;
- B. A student shall be considered absent from school for participation in less than 4 instructional hours during the school day.

A student must be in attendance for a specified number of school days set forth in regulation developed by the superintendent in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including student service personnel and classroom teachers.

ATTENDANCE, ABSENCES AND EXCUSES (continued)

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those days in excess of the required minimum. Documentation of the nature and causes of these absences shall be the responsibility of the student and parent/guardian.

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence.

Unexcused Absences

When a student fails to report to class or school accumulating up to four unexcused absences, the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
- B. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence;
- C. Develop an action plan to assist the student to return to school and maintain regular attendance.

If contact through these means is unsuccessful the district may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

If at any time it is suspected that there is a potential of abuse, neglect and/or a student is potentially missing the district shall implement all procedures required by law including reporting protocols, notification of parents/guardians and cooperation with law enforcement and other authorities and agencies, as appropriate.

Persistent Absences

If the pattern of unexcused absences continues and five to nine unexcused absences are accumulated the district shall:

- A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
- B. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence;
- C. Conduct a follow-up investigation by contacting the student's parents/guardians in writing to determine the cause of each unexcused absence;
- D. The principal or his or her designee shall schedule a meeting with the parent/guardian and the student.

The purpose of this meeting shall be to evaluate the appropriateness of the action plan to assist the student to return to school and maintain regular attendance. The plan shall be reviewed and revised in coordination with the parent/guardian and may include the participation of the classroom teacher, school nurse, guidance counselor, principal or other appropriate staff. The plan shall establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes and supporting the student's return to school and regular attendance. That plan may include any or all of the following:

ATTENDANCE, ABSENCES AND EXCUSES (continued)

1. Referral or consultation with the building's Intervention and Referral Services team;
2. Testing, assessments or evaluations of the student's academic, behavioral and health needs;
3. The consideration of an alternate educational placement;
4. Referral to a community-based social and health provider agency or other community resource;
5. Referral to the court program designated by the New Jersey Administrative Office of the Courts;
6. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate.

Discipline

All discipline regarding the attendance of students shall be consistent with the board policy 5131 Conduct and Discipline and the code of student conduct. Consequences for absences may include:

- A. Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth herein;
- B. Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth herein;
- C. Loss of partial or total course credit;
- D. Detention or suspension.

No student who is absent from school for observance of a religious holiday or other excused absence shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

Students, parents and guardians shall be notified of disciplinary actions for attendance including loss of credit and may appeal this determination through the procedure as set forth in board policy 5145.6 Student Grievance Procedure.

Truancy

For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. The district shall:

- A. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
- B. Make a reasonable attempt to notify the student's parents of the mandatory referral;
- C. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- D. Cooperate with law enforcement and other authorities and agencies, as appropriate;
- E. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes.

Unexcused Absences for Students in Special Education

The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:

ATTENDANCE, ABSENCES AND EXCUSES (continued)

- A. Individualized Education Program (IEP);
- B. Procedural protections set forth in N.J.A.C. 6A:14;
- C. Alternate short or long term accommodations for students with disabilities as required by law;
- D. Requirements of a student's individual health care plan.

District Sending and Receiving Relationships

The receiving school shall report attendance problems to the sending district responsible for the student. Following five or more cumulative unexcused absences school officials shall proceed in accordance with the sending district's board attendance policy and procedure.

Regular Release of Students Before the End of the Normal School Day

There are varying situations which may justify release of certain students from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the student's educational program and the reasons for such release can be shown to have positive benefits for the student.

Late Arrival and Early Dismissal

The board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- A. Medical or dental appointments which cannot be scheduled outside of school hours;
- B. Requirements of a student's individual health care plan;
- C. Requirements of the student's Individualized Education Program (IEP);
- D. Alternate short or long term accommodations for students with disabilities;
- E. Medical disability;
- F. Motor vehicle driver's test;
- G. Interview for college entrance or employment;
- H. Family emergency;
- I. Court appearance;
- J. Such good cause as may be acceptable to the administration.

No student in grades kindergarten through eight shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

ATTENDANCE, ABSENCES AND EXCUSES (continued)

Tardiness not covered by the causes listed shall be cumulative, and may affect course credit.

Legal Custody

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the board of any change in the student's custodian. The principal may take such steps as seem necessary to ensure that the child is released only to the proper legal custodian.

Potentially Missing Children

- A. If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact them;
- B. If no telephone contact can be made, the attendance officer shall investigate;
- C. If the attendance officer cannot locate the child, he/she shall inform the principal, who shall inform the appropriate local authorities;
- D. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.

Marking Missing Child's School Record

Whenever the superintendent receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the superintendent shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing student records (see policy 5125 Student records). After the superintendent has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.

Regulations

The superintendent shall develop procedures for the attendance of students which:

- A. Ensure a school session which is in conformity with requirements of the rules of the state board;
- B. Identify potentially missing and/or abused students;
- C. Govern the keeping of attendance records in accordance with rules of the state board at N.J.A.C 6A:16-1.1 et seq, including students serving in- or out-of-school suspensions, or excluded for health and cleanliness reasons;
- D. Impose on truant students such disciplinary measures as may be appropriate for infractions of school regulations, but no such penalty may have an irredeemable negative effect on the student's record of achievement beyond that which naturally follows his/her absence from school activities;
- E. Identify the habitual truant, investigate the causes of his/her behavior, and consider modification of his/her educational program to meet his/her particular needs and interests;
- F. Address tardiness and class cutting in terms of the intent of this policy;
- G. Ensure that students absent for any reason have an opportunity to make up work they missed;

ATTENDANCE, ABSENCES AND EXCUSES (continued)

H. Recognize exemplary attendance.

Dissemination and Implementation

The superintendent shall take all necessary steps to publicize this policy and may include these rules in district handbooks and/or on the district website. Parents/Guardians and students shall be notified annually of the attendance policy.

The superintendent shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The board shall review the attendance policy on a regular basis.

Adopted: June 1999  
 NJSBA Review/Update: April 2012  
 Readopted: December 2013

Key Words

Student Attendance, Attendance, Absences and Excuses

<b>Legal References:</b>	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:35-4.9	Student promotion and remediation; policies and procedures
	<u>N.J.S.A.</u> 18A:36-14, -15, -16	Religious holidays; absence of students on; effect ...
	<u>N.J.S.A.</u> 18A:36-19a	Newly enrolled students; records and identification
	<u>N.J.S.A.</u> 18A:36-24 through -26	Missing children; legislative findings and declarations ...
	<u>N.J.S.A.</u> 18A:38-25	Attendance required of children between six and 16; exceptions
	<u>N.J.S.A.</u> 18A:38-26	Days when attendance required; exceptions
	<u>N.J.S.A.</u> 18A:38-27	Truancy and juvenile delinquency defined
	<u>N.J.S.A.</u> 18A:38-31	Violations of article by parents or guardians; penalties
	<u>N.J.S.A.</u> 18A:38-32	District and county vocational school attendance officers
	<u>N.J.S.A.</u> 18A:40-7	Exclusion of students who are ill
	<u>N.J.S.A.</u> 18A:40-8	Exclusion of students whose presence is detrimental to health and cleanliness
	<u>N.J.S.A.</u> 18A:40-9	Failure of parent to remove cause for exclusion; penalty
	<u>N.J.S.A.</u> 18A:40-10	Exclusion of teachers and students exposed to disease
	<u>N.J.S.A.</u> 18A:40-11	Exclusion of students having communicable tuberculosis
	<u>N.J.S.A.</u> 18A:40-12	Closing schools during epidemic
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.S.A.</u> 52:17B-9.8a through -9.8c	Marking of missing child's school record
	<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
	<u>N.J.A.C.</u> 6A:16-1 <i>et seq.</i>	Programs to support student development
	<u>N.J.A.C.</u> 6A:30-1.1 <i>et seq.</i>	Evaluation of the Performance of School Districts
	<u>N.J.A.C.</u> 6A:32-8.1 <i>et seq.</i>	Student Attendance and Accounting
	<u>N.J.A.C.</u> 6A:32-8.3	Student attendance

Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794

Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851

ATTENDANCE, ABSENCES AND EXCUSES (continued)

C.R., on behalf of J.R., v. Board of Education of the Scotch Plains-Fanwood Regional School District, 1988 S.L.D. (June 22)

Student Attendance Policies and Procedures Compliance Checklist, New Jersey  
Department of Education

**Possible**

<b><u>Cross References:</u></b>	*5020	Role of parents/guardians
	*5111	Admission
	*5114	Suspension and expulsion
	*5124	Reporting to parents/guardians
	*5125	Student records
	*5141.2	Illness
	*5141.4	Child abuse and neglect
	*5142	Student safety
	*6146	Graduation requirements
	*6146.2	Promotion/retention
	*6147	Standards of proficiency
	*6147.1	Evaluation of individual student performance
	*6154	Homework/makeup work
	*6171.4	Special education
	*6173	Home instruction

\*Indicates policy is included in the Critical Policy Reference Manual.

**Regulation**

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ATTENDANCE, ABSENCES, AND EXCUSES

All absences except for religious observances shall be charged against a student's annual cumulative attendance record.

Secondary students (grades 9-12), except those on home instruction, will not receive credit for course work if they exceed nine (9) days absence per semester.

Middle school students (grades 6-8), except those on home instruction, will not receive credit for course work if they exceed nine (9) days absence in either the first two or the last two marking periods.

Elementary students in grades one through five may not be promoted if his/her annual absence exceeds 18 days.

Parents/guardians of pre-k and kindergarten children below the age of six (6) are encouraged to send the children to school regularly once they are enrolled. Children absent in excess of 18 days at this level may not be recommended for advancement to the next level. Each case would be reviewed on an individual basis by the principal and the teacher(s) involved with the child's educational program.

Student absences for any reason shall be confirmed by a parent/guardian unless the student has reached his/her majority.

At the elementary level this shall require a telephone call to the school nurse on the day of the absence unless the reason for the absence has been made known to the school administration in advance.

Parents/guardians of children in the pre-k or kindergarten shall comply with the requirements for the elementary grades.

At the secondary level the reason for a student's absence from school must be communicated to the school's attendance department on the day of the absence unless prior notice of the reason for the absence has been given to the school administration.

Only students with valid reasons for their absence shall be given the opportunity to make up daily work missed as a result of such absences.

The purpose of the following rules is to implement the district's attendance policy and to maintain high academic standards. Towards these ends students are encouraged to attend school regularly.

Regulations Covering Valid Excuses

- A. Only valid excuses are recognized as suitable reasons for a student's absence. In this district a valid excuse is one for personal illness, a religious observance, death of a member of the immediate family, or suspension by the administration. Verification may be requested to certify the legitimacy of the absence. This verification may be in the form of a doctor's note, a letter from the religious group, or some documentation concerning the death of a member of the immediate family.

Situations involving extenuating circumstances judged not to be valid excuses by the principal will be referred to the central office administration (the superintendent or his/her designee) for determination.



ATTENDANCE, ABSENCES AND EXCUSES (continued)

- B. Following a valid excused absence a student will be given the opportunity to, and be responsible for, making up daily class work missed as a result of the absence. An amount of time equal to the duration of the absence is allowed for the make-up work to be completed. (e.g., If the absence is two days, the work must be made up within two days.)
- C. Full credit may be earned for work made up for a valid excuse only. Tests, quizzes, reports and homework may also be made up and be awarded appropriate credit.

Regulations Covering Unexcused Absences

- A. Teachers are not required to give specific assignments to cover the period of unexcused absences.
- B. Tests, quizzes, reports, homework, and any work missed as a result of an unexcused absence cannot be made up for full credit.
- C. Any work listed above that is graded by the teacher will not receive a mark above the minimum passing mark which is a one in the district's marking system.
- D. Final examinations will not be taken by those students charged with being unexcused on the day of the exam. A failing mark of "F" shall be recorded on the student's report card and permanent record card.

Adopted: June 1999  
Readopted: December 2013